



CITY OF CHICAGO
SIGN PERMIT APPLICATION
(THIS IS NOT A PERMIT)

You must complete and submit paper copies of the attached Supplemental Sign Permit Application along with the online Sign Permit Application before your application can be processed.

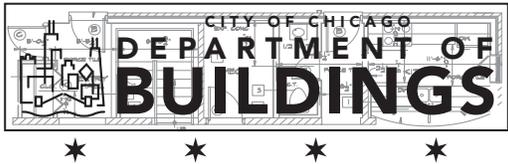
1. First, you must fill out a Sign Permit Application online.
2. Next, you must print out this supplemental application and type in the form or fill it out by hand
3. Then, you must submit a paper copy of both forms to the Department of Buildings for review.

Pursuant to Section 13-20-510 of the Code:

“Owner or lessee of the real property” means: (1) the owner of the real property on which any on-premise or off-premise sign is located; or (2) any on-premise tenant of an owner who maintains an on-premise sign on such owner’s real property. For purposes of this definition, the term “owner or lessee of the real property” shall not mean the owner or lessee of an off-premise sign asset or account or of an off-premise sign structure asset or account, or the lessee of air space or exterior wall space for an off-premise sign. The definition of “owner or lessee of the real property” added by the amendatory ordinance of 2017, effective January 1, 2018, is intended to clarify, rather than to change, existing law.

SUPPLEMENTAL APPLICATION

This Supplemental Application must be completed and submitted along with the Online Sign Permit Application.
All fields must be completed. If a field is not applicable you must answer "n/a" in the field.



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Application Number: _____ **Date of Application:** _____

Address of property where sign will be erected: _____

Does property have multiple addresses? Yes No

If yes, please list all addresses: _____

Is this building vacant? Yes No

If yes, is it registered under the Vacant Building Ordinance? Registration # _____

Section 1 - Applicant

Applicant is the Owner (of the real property) **Lessee (of the real property)**

Name of Owner of Real Property: _____

Address: _____

Phone #: _____ Mobile #: _____ Email: _____

Name of Lessee of Real Property: _____

Name: _____ Address: _____

Phone #: _____ Mobile #: _____ Email: _____

Section 2 - Contractors

Payer Company of Annual Inspection Fee:

Name of Contact of Payer Company: _____

Name of Payer Company: _____ **Address:** _____

Phone #: _____ **Mobile #:** _____ **Email:** _____

Electrical Contractor*: _____

Address: _____ **License #:** _____

Phone #: _____ **Mobile #:** _____ **Email:** _____

Website: _____

General Contractor*: _____

License #: _____

Address: _____

Phone #: _____ **Mobile #:** _____ **Email:** _____

Website: _____

* if applicable.

Picture or rendering must be attached depicting sign placement with before and after view. Section 2 continues on next page

CITY OF CHICAGO SIGN PERMIT APPLICATION CONTINUED

Expediter: _____

Address: _____ License #: _____

Phone #: _____ Mobile #: _____ Email: _____

Website: _____

Section 3 - Sign and Structure Details

(Please check all that apply)

Sign Category:

On-Premise (Business ID): Dynamic Static

Business License # of Tenant Business: _____

Off-Premise (Advertising): Dynamic Static

Temporary: Special Event:

Sign will read (Please provide a description, picture and shop drawing): _____

Type of sign (Mark all that apply):

Awning Canopy Freestanding Marquee Projecting Dynamic Image Display

Wall Painted Cabinet/Frame Vinyl Projected image Flashing

High Rise Building Hotel/Hospitals Other buildings: _____

What is the dimension of the wall on which the sign will be installed? _____

Where is sign or sign structure mounted? Inside the building Outside the building

Is the sign or sign structure attached to a building or wall?: Yes No If yes, which wall of building? N E S W

Is this a freestanding sign? Yes No **Location of sign on lot:** N E S W

Which direction does sign copy face? N E S W

Does any portion of the sign, sign structure or attachments cover, obscure or obstruct an existing window in a residential unit whether occupied or not? Yes No

Does any portion of the sign, sign structure, or attachments extend on or over the public way? Yes No

If yes, what is the public way use permit number? _____

Sign Panels: Back to back within 30 degrees of parallel Yes No

Number of Faces: _____

Sign Support Structure: Pole Roof Ground Building Windows Other: _____

Does any portion of the sign or sign structure extend 24 inches above the roof line as defined in 17-17-02149 of the Municipal Code of Chicago? Yes No

Picture or rendering must be attached depicting sign placement with before and after view.

Section 3 continues on next page

CITY OF CHICAGO SIGN PERMIT APPLICATION CONTINUED

Section 3 continued

Dimensions of Sign Structure (i.e. cabinet, frame, awning, canopy)

Length: _____ Feet _____ Inches Height: _____ Feet _____ Inches Depth: _____ Feet _____ Inches

Area: _____ Sq Ft. Weight: _____ lbs.

Shape of Sign: _____

Sign Height above Grade:

From Grade to Bottom of sign or sign structure, whichever is lowest: _____ Ft.

From Grade to Top of sign or sign structure, whichever is highest: _____ Ft.

Is City Council Order required?* Yes No

*All signs in excess of 100 Square Feet in area OR in excess of 24 feet above grade require a City Council Order pursuant to Section 13-20-680 of the Municipal Code of Chicago

Dimension of Sign Elements pursuant to Section 17-12-0601 of the Chicago Zoning Ordinance:

Length: _____ Feet _____ Inches Height: _____ Feet _____ inches Area: _____ Sq Ft.

Electrical Contractor will install: Feeders: Yes No Customer Leads: Yes No

Number of Lamps: _____ Total Wattage: _____ Type of Lamp: _____

Number of Ballast/Transformers: _____ Input of Transformers: _____

Type of Switch: _____ Location of Switch: _____

Static: Yes No

Illuminated: Yes No

If yes - External _____ Internal _____

Dynamic Image Display: Yes No

(An affidavit of compliance is required for all dynamic image display signs pursuant to Section 13-20-675(d)(2) of the Municipal Code of Chicago.)

Max Nits _____ Max Foot Candles _____ Message Time (Screen Hold): _____ seconds

Self Dimming Capability: Yes No

What is the total of the sign face area devoted to dynamic image display? _____ Sq Ft.

Section 4 - Zoning Information

Zoning District or Planned Development #: _____

Is sign located in a special sign district? Yes No

If yes: Michigan Ave. Corridor Oak St. Corridor State St./Wabash Ave. Corridor Chicago River Corridor

Total Street frontage of Zoning Lot: _____ (Ft.)

Total Area of new sign: _____ (Sq Ft.) **Gross Area of all proposed signs:** _____ (Sq Ft.)

Total Area of all existing signs on Zoning Lot: _____ (Sq Ft.)

Picture or rendering must be attached depicting sign placement with before and after view.

Section 4 continues on next page

CITY OF CHICAGO SIGN PERMIT APPLICATION CONTINUED

Section 4 continued

Distance from outer edge of sign or structure to curb line: _____ (Ft.)

Distance from inner edge of sign or sign structure to curb line: _____ (Ft.)

Distance from:

Public Park 10 acres or more: _____ (Ft.)

Public Park 2 acres or more: _____ (Ft.)

Expressway or Toll Road: _____ (Ft.)

Lake Shore Drive: _____ (Ft.)

Michigan Avenue (Oak St. to Roosevelt Rd.): _____ (Ft.)

Residential District: _____ (Ft.)

Residential building in a D district: _____ (Ft.)

Existing off-premise/advertising signs on same side of street? Yes No

In a B or C District: _____ (Ft.)

In a D or M District: _____ (Ft.)

Waterways: _____ (Ft.)

Section 5 - Sign Permit History

Does the proposed sign, change, alter or replace an existing sign? Yes No

If yes, were permits issued for the sign being replaced, changed or altered? Yes No

If yes, please list each permit number and date each permit was issued:

Permit Number: _____ Date issued: _____

Does the proposed sign change a static sign to a dynamic image display sign? Yes No

Does the proposed sign change or alter the square footage or the height of the sign or sign structure? Yes No

Does the proposed sign change an on-premise sign to an off-premise/advertising sign? Yes No

Section 6 - Attestation and Signatures

We, the undersigned, under penalty of perjury, do hereby affirm and attest that the above information is true, complete, and correct and acknowledge that incorrect information is grounds to revoke or rescind a permit.

Owner of Real Property: _____ Date _____

Lessee of Real Property: _____ Date _____

Expediter: _____ Date _____

Supervising Electrician*: _____ Date _____

General Contractor*: _____ Date _____

* if applicable.

Picture or rendering must be attached depicting sign placement with before and after view.

For Office Use

ZONING	PUBLIC WAY

Sign Review Fee:

Zoning Review Fee: \$ _____ Total Fee: \$ _____

Amount Paid: \$ _____ Balance Due: \$ _____

PERMIT IS VALID FOR A PERIOD OF FIVE YEARS AFTER ISSUANCE. IT IS SOLELY THE RESPONSIBILITY OF THE OWNER OR LESSEE TO FILE FOR RENEWAL

* Once zoning fee is paid, this application is valid for a period of up to six months from payment date.

Applies to sign permits applied for on or after April 2, 2014.

City of Chicago
Mayor Rahm Emanuel



Department of Buildings
Judy Frydland, Commissioner